

## 61.01.02.R0.02 Public Information

Approved August 24, 2009  
Reviewed January 16, 2014  
Revised February 28, 2020  
Next Scheduled Review: February 28, 2025



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### Procedure Statement

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The purpose of the procedure is to assist Texas A&M University-Commerce employees with compliance in regard to the Texas Public Information Act and to provide procedures to be used for the management of public information requests and compilation of responses.

This procedure is required by System Regulation *61.01.02 Public Information*, and it establishes the procedures to be used in the receipt, referral, and response to public information requests.

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### Procedures and Responsibilities

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#### 1 GENERAL

- 1.1 The Texas Public Information Act provides that each member chief executive officer (CEO) is the officer for public information, who is responsible for the preservation and care of the member's public records. The President of Texas A&M University-Commerce has designated the Vice President for Finance and Administration (VPFA) as the public information officer/coordinator (PIO). The VPFA has designated the Executive Assistant to the Vice President for Finance and Administration as the public information coordinator. As the public information coordinator, the executive assistant will compile and coordinate responses to all public information requests in accordance with the Texas Public Information Act and associated requirements.
- 1.2 The CEO will ensure that the PIO's office and mailing address, the A&M-Commerce open records email address and a link to the A&M-Commerce electronic open records portal are prominently displayed and easily accessible on the A&M-Commerce website.
- 1.3 The public information coordinator will distribute public information requests to the appropriate colleges, departments or divisions for the purpose of gathering responsive information.
- 1.4 The public information coordinator will notify the PIO, Chief of Staff, and President of requests that may have public relations significance, as appropriate. The President will inform or brief the appropriate Marketing Communications personnel of any requests that he determines may have media significance.

## 2 RECEIPT OF PUBLIC INFORMATION REQUESTS

### Manner of Receipt

2.1 All public information requests must be submitted to A&M-Commerce's PIO in writing via one of the following methods:

- Hand delivery to the PIOs Office (McDowell Administration Building, Suite 297)
- US mail (ATTN: VPFA Office, Texas A&M University-Commerce, PO Box 3011, Commerce, TX 75429)
- Email (publicinformationrequest@tamuc.edu)
- [A&M-Commerce electronic open records portal](#)

2.2 A governmental body may not inquire into the purpose of a request.

2.3 All requests received directly by a department, by mail or hand delivery, shall be forwarded immediately upon receipt to the office of the Vice President for Finance and delivered to the VPFA or the Executive Assistant to the VPFA.

## 3 RESPONSES TO PUBLIC INFORMATION REQUESTS

3.1 All colleges, departments, and divisions shall provide to the public information coordinator the information requested within a five-day period. If the information cannot be produced by that time, the public information coordinator shall be contacted within that time frame. All responses to requests for public information shall be distributed by the public information coordinator to the requestor via the A&M-Commerce electronic open records portal.

3.2 A response to a public information request includes responsive documents that exist at the time of a request.

3.2.1 A governmental body is not required to create new documents in response to a request.

3.2.2 A data base, as it exists at the time of a request, is considered an existing document.

3.3 The public information coordinator will assist with cost estimates as described in System Regulation 61.01.02, Section 4.

3.3.1 Cost estimates shall be provided to the public information coordinator within five days of receipt of the request and provided to the requestor no later than 10 business days after a request is received.

3.3.2 All charges will reflect rates approved by the Office of the Attorney General.

3.3.3 Actual work should not be done until the requestor agrees to the cost estimate. However, public information should not be withheld for receipt of payment.

3.4 All decisions regarding withholding or releasing records will be made in accordance with System Regulation 61.01.02, Section 5.

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## **Related Statutes, Policies, or Requirements**

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System Policy [61.01 Public Information Act Compliance](#)

System Regulation [61.01.02 Public Information](#)

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## **Definitions**

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The terms “Public Information” and “Open Records” are used simultaneously.

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## **Contact Office**

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Vice President for Finance and Administration  
903.468.8163